

Saint Anne's Primary School



Handbook

**35 David Street
Glasgow
G40 2UN
Tel : 0141 554 2734
Fax : 0141 556 5830**

Headteacher – Mrs Wendy Barr

headteacher@st-annes-pri.glasgow.sch.uk



Introduction by Headteacher

Dear Parent/Carer,

I would like to welcome you and your child to Saint Anne's Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope that this handbook gives you a glimpse of life at Saint Anne's Primary School. We look forward to having you and your child work with us and hope that this will be the beginning of a strong partnership.

Saint Anne's Primary School was opened in 1968 and we pride ourselves in the excellent facilities we are able to offer all of our children and young people. As a school we strive to provide the best quality education for the children in our care ensuring they become successful learners, confident individuals, responsible citizens and effective contributors. We support all of our children to ensure they do their best and fulfill their potential throughout Primary School encouraging them on their journey as lifelong learners.

As a school we are committed to working in partnership with parents and carers and we very much value your opinions and suggestions on how to improve our school. We have high but achievable expectations in terms of behaviour, attitude and attendance at school.

In Saint Anne's Primary School we give the children as many opportunities as possible and promote a caring, honest and respectful ethos where we work together as a community. Children are encouraged to take pride in their school and are encouraged to be responsible in their actions.

I am proud to be Headteacher in Saint Anne's Primary School and enjoy the challenge of working with staff, parents and young people to ensure Saint Anne's Primary School aims for and achieves excellence.

If you require any further information or details please do not hesitate to contact me and I look forward to working with you in the future.

Thank you.

Yours sincerely,

Mrs. Wendy Barr
Head Teacher



Saint Anne's Primary School

Vision and Values Statement

Our Vision...

As a Roman Catholic School, Saint Anne's is a community of Faith and Learning which provides a happy, safe, healthy and inclusive environment where everyone is respected. We strive for excellence through the development of each person's God given talents.

Our Aims...

We strive to:

- **develop a culture of respect through promoting the qualities of compassion, empathy and forgiveness**
- **work together in partnership to provide the very best learning experiences, enabling everyone within the whole school community to achieve their full potential.**
- **have high expectations and encourage a culture of achievement.**
- **to be committed to nurturing the self-esteem and confidence of all, through developing individual talents and potential.**
- **ensure everyone connected with our school feels warmly welcomed and a valuable part of the community which is having a positive impact on young people's lives.**

Our Values...

In Saint Anne's Primary School our values are important beliefs about how we should behave.

Our 5 common Values which underpin everything we do are:

- **Respect**- *We respect ourselves and others equally. We consider the feelings and rights of others. We are always polite and have good manners.*
- **Honesty**- *We always tell the truth and act truthfully. We always strive to do what is right.*
- **Kindness**- *We are always considerate and generous towards others. We put others first and strive to go the 'extra mile' to help.*
- **Perseverance**- *We work hard and do not give up, even when things are difficult. We never say 'I can't'. 'If at first we don't succeed, we try, try, try again!' Robert the Bruce*
- **Peace**- *We work towards creating peace- peace in our hearts and minds, peace in our school, peace in our homes and community and peace throughout the world.*

'Peace perfect peace, is the gift of Christ our Lord.'

PER ARDUA AD CAELUM



School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

<p>Contact Details:</p> <p>Saint Anne's Primary School 35 David Street Glasgow G40 2UN 0141 554 2734 Absence Line 0141 287 0039</p>
<p>Email: headteacher@glasgow-pri.glasgow.sch.uk www.glasgow-pri.glasgow.sch.uk</p>

School staff

A full list is available on the school website and parents will be updated on any changes as required.

The senior leadership team is as follows

Headteacher	Mrs Wendy Barr
Depute Headteacher	Mrs Marie Hamilton
Acting Depute Headteacher	Mrs Katie Wylie
Principal Teacher	Mr Simon Church
Principal Teacher	Mrs Laura Sharkey

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages Covered	Primaries 1-7
Denominational Status	Roman Catholic
Co-educational	Admits Boys and Girls
Community Facilities	Gymnasium and Changing Rooms Assembly Hall General Purpose - Activity Room Classrooms

Any group wishing to use the school accommodation should contact:-

Letting Section
Glasgow Royal Concert Hall
2 Sauchiehall Street
Glasgow
G2 3NY



Organisation of Classes

The following guidelines set by Scottish Government apply:

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrol is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step. Further information is available using the following <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

The name of the local school/centre you wish to register the child. If you are unfamiliar with schools within your catchment area, please use our [School catchment lookup](#) before completing the form.

- It is usual practice for children to attend their local catchment primary school.
- Check the local catchment primary school and Gaelic medium school for your address.
- Parents/Carers will have the opportunity to visit their local catchment school
- If you wish to enrol your child for the start of the new school session in August 2019, they must have attained the age of 5 years between 1 March 2019 and the 28 February 2018.
- **Paper applications can be requested by contacting the North East Hub on tel 0141 287 8000**





Learning Community

Saint Anne's Primary School is an active member of the Saint Mungo's Learning Community, which comprises of Sacred Heart PS, St Michael's PS, St Denis' PS, St Thomas', Bridgeton Family Learning Centre, Dennistoun Early Years, St Mungo's Academy and Cardinal Winning Secondary

The School Day

Morning	09.00 -10.30
Interval	10.30 - 10.45
	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

P1 children will remain in school until 15.00 from the first day.

School Holidays 2018-2019

Details of holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Pupil Absence

Within Glasgow Primary Schools good attendance is encouraged at all times to promote attainment and achievement. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

All calls must be made to the Pupil Absence Reporting Line on **0141 287 0039**.

Opening hours are: **08.00-15.30** Monday to Friday.

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.



If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

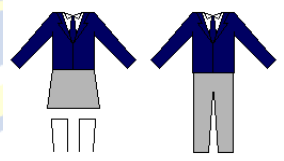
Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Uniform

The school uniform is:



- Pale Blue shirt
- School tie
- Grey trousers
- Grey skirt
- Grey cardigan/Jumper
- Black shoes

School sweater, cardigans, jackets, P.E. kit, track suit and ties are available for purchase at the school office. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Saint Anne's Primary School will adhere to this dress code.



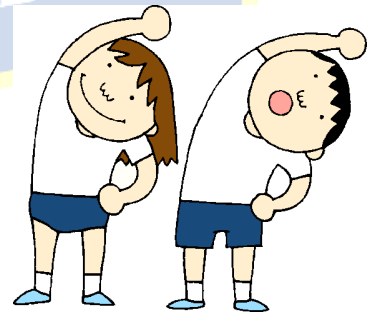
PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. **All jewellery should be removed.** Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

We have now introduced a P.E. uniform which you can purchase from the school or the uniform shop in St Enoch's Arcade. . On P.E. days all children are required to wear P.E. uniform under their school uniform or change into it before P.E. Children also require a change of shoes, preferably black plimsols.

There are forms of dress that not acceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils





As outdoor learning is a key part of young people's learning in St. Anne's we would encourage children to wear the school track suit on appropriate days.



Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School Meals/Breakfast Club

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical Diet Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical%20Diet%20Leaflet%20-%20June%202017%20WEB.pdf). Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-4 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920*), Child Tax Credit only (where income is less than £16,500*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>



Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>



Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

St Mungo's Academy
243 Crownpoint Road
Glasgow
G40 2RA
Phone: 0141 582 0260

Email: headteacher@st-mungos-sec.glasgow.sch.uk

St Mungo's Academy staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

At Saint Anne's Primary School we use a variety of ways to keep in touch.

Open Door Policy – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.

Letters – further information which requires a response may be sent out in letter form.

School website/Twitter – will contain a great deal of information about the school. It is a good idea to check this regularly.

Text messaging – You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.



Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

Emergency Contact Information

You will be asked to complete an annual data check and return it to the school. It is important that you let us know if there are changes to your telephone number(s) or those of your emergency contacts throughout the year.

Data Protection – use of information about children and parents/carers

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy

Appointments during school hours

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

Comments & Complaints

In Glasgow Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available at <https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk

The above website also includes information on data protection and freedom of information.



Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education(BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Saint Anne's Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curricular areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some



Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.



Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.





Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.



useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Religious Observance

Our school is fortunate to have a close link with the local church- St Mary's. The priest assists with the Christianity element of Religious and Moral Education and provides opportunities for Religious Observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

Religious Education should encourage pupils, over their school life to recognise religion as an important expression of human experience and reflect on and respond to, the values, beliefs and practices of religious traditions within our community and beyond.

Religious Observance should express, develop and deepen the faith of the individual, school and the community. It should allow pupils to experience the community at worship and help pupils to confirm and deepen their own prayer life, sacramental life and commitment.

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October and May. An annual report is sent to parents towards the end of each school year.

If you have any concerns about your child's progress do not hesitate to contact the school.

Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.



Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

GIRFEC and the Named Person

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting it Right for Every Child means:

For children, young people and their families:

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

If you would like to access support from the Named Person Service, please contact the school. (For Early Years establishments this should be "please contact your Health Visitor")



School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

Parent Council

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.



Pupil Council's

We have several opportunities to encourage pupil voice. School councils offered to our children are Eco Council, Mini Vinnie's, Pupil council and School Nutrition. Children are regularly consulted throughout the school year. Our Head Boy and Head Girl meet with the Head Teacher to air pupil voice. They consult pupils through class assemblies and visits to individual classes.

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include drama, arts and crafts, dance, music, netball and football. Please check your child's schoolbag for information as places are popular and usually limited.



Good links with community organisations and our Active Schools Co-ordinator (Robert) are vital for the success of these programmes.

Useful addresses:

Education Services
City Chambers East
40 John Street
Glasgow 1 1JL
Tel: 0141 287 2000

www.glasgow.gov.uk

